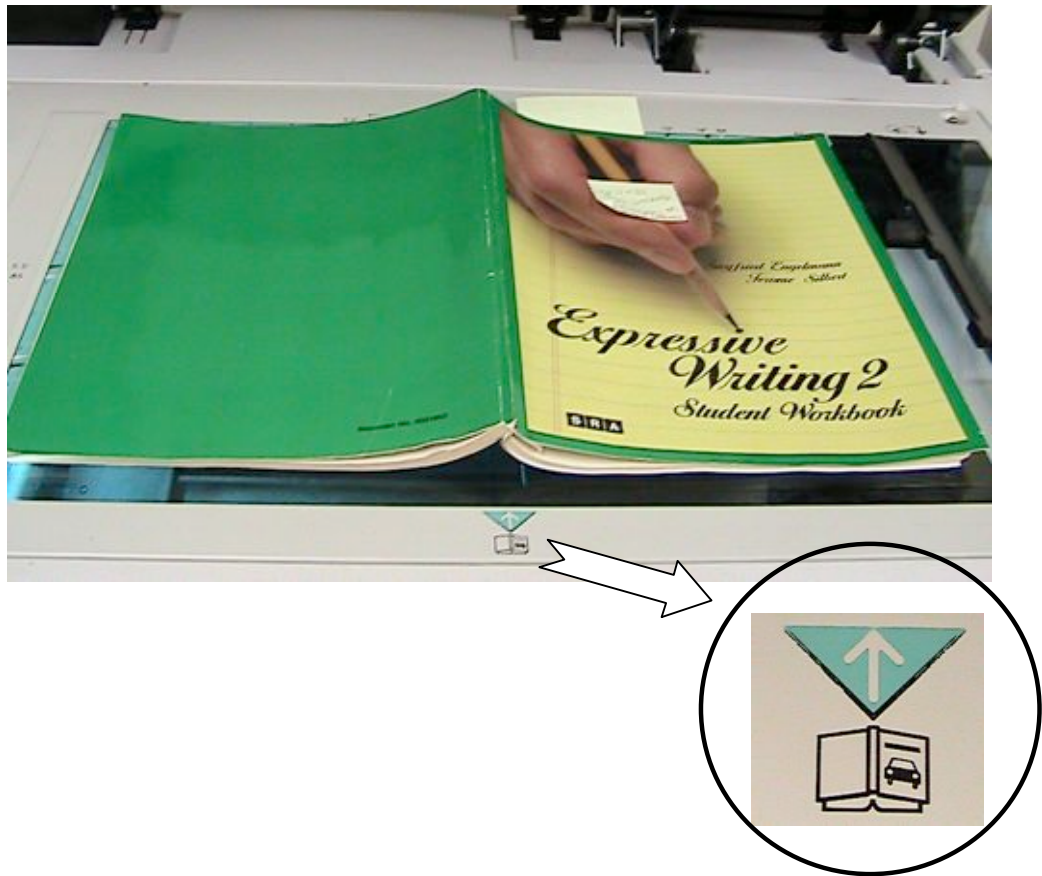


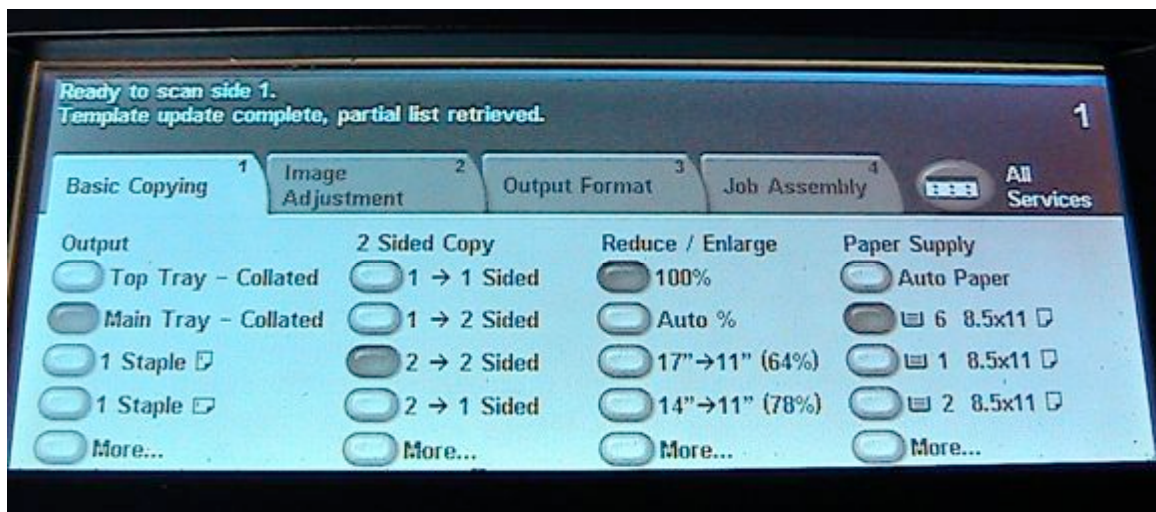
XEROX COPIER

Bound Originals: How to copy two facing pages of a book at the same time.

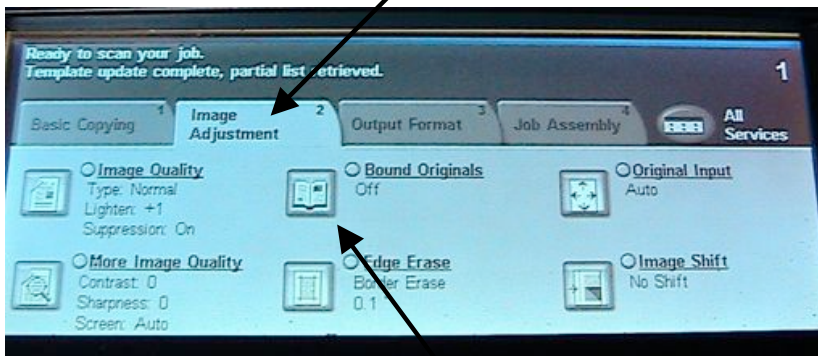
1. Place open book along the top edge of the copier, centered on the arrow at the bottom by the book image.



2. If you want your copies to be two-sided, choose 2→2 sided

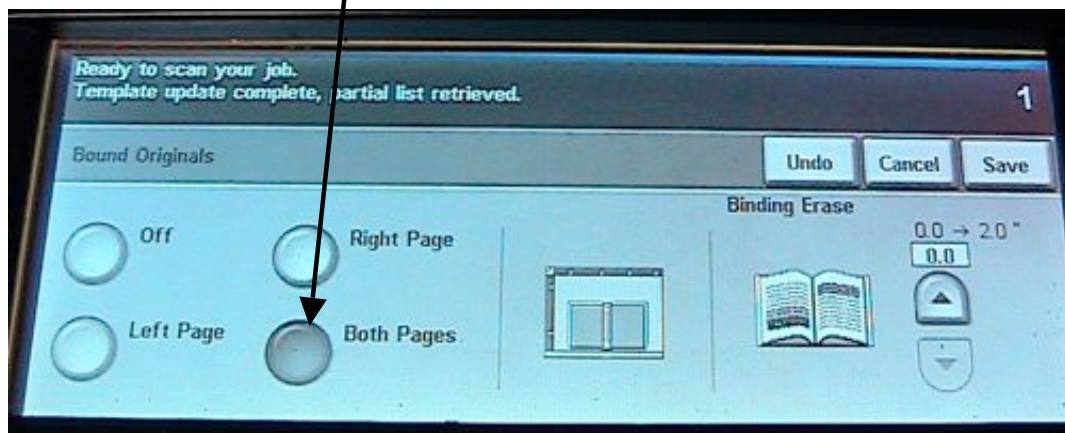


3. Select tab 2, Image Adjustment



Then choose 'Bound Originals'

4. Then select 'Both Pages' and print.



Note:

If you need multiple, collated copies of several pages (for example, if you are producing stapled sets for students), it is best to make one copy first, then run that through indicating the number of stapled copies you need.

If you need multiple, uncollated copies, specify the number of copies you need as you copy from the book.